

MASSACHUSETTS NATIONAL GUARD
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 06-102/55

NATIONWIDE
PERMANENT

19 July 2006

OFFICE OF THE ADJUTANT GENERAL
Human Resources Office
50 Maple Street
Milford, MA 01757-3604
(508) 233-7160/6757 (DSN) 256-7160/6757

SERVICE: Air National Guard
APPLICATIONS ACCEPTED UNTIL: 18 August 2006*
EMPLOYMENT LOCATION: 102FW/SCB, Otis ANGB, MA
TELEPHONE CONTACT: LtCol John T. Aylward, 508-968-4145
DSN: 557-4145

*Applications must be received by noon on the close date at unit level and by noon at HRO, JFHQs, Milford on the work day following.

POSITION: Supervisory Information Technology Specialist
SERIES/GRADE: GS-2210-12

PDCN: 80416
SALARY: PA \$66,426 to \$86,351

APPOINTMENT FACTORS:

<input type="checkbox"/> Bargaining Unit	<input checked="" type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input checked="" type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> Indefinite Position	
<input type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input checked="" type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

- ✓ All current enlisted members of the Massachusetts Air National Guard
- ✓ All individuals eligible for immediate enlistment into the Massachusetts Air National Guard

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible AFSC: 3CXXX

Maximum Military Grade

Officer:

Warrant Officer:

Enlisted: CMSgt

Minimum Military Grade

Officer:

Warrant Officer:

Enlisted: SMSgt*

*E-7's that have met promotion requirements and are immediately eligible for promotion to E-8

GENERAL EXPERIENCE: Experience, education, or training in the fields of Information Systems, Information Assurance, Communications Security, or any combination of these fields that demonstrates that the candidate has the ability to perform the duties of this position.

SPECIALIZED EXPERIENCE: Must have 36 months experience providing administrative control and technical supervision over personnel responsible for oversight of network services functions. Work involves analytical and evaluative duties associated with computer networks with primary knowledge requirements of the transmission of information in voice, data, information processing methodology, information system capabilities, processing techniques and information security techniques.

APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION:

1. Knowledge of information systems policies, standards, programs, and project management.
2. Skill in personnel management, to include administrative control, technical direction and oversight of subordinate personnel.
3. Ability to analyze and resolve technical issues for communications computer systems and networks and provide technical advice on status and capabilities of information systems.
4. Knowledge of rules, regulations, and procedures for communications security.
5. Skill in oral and written communication to prepare and present reports, interpret policies and guidelines, provide advice and guidance to customers, and represent the organization in interactions with other organizations.
6. Ability to coordinate, develop, and implement user and customer orientated training programs for computer and software systems, programs, and procedures.

******NOTE: THIS POSITION IS AN ENCUMBERED POSITION. THE SELECTEE WILL BE APPOINTED TO THE POSITION UPON SEPARATION OF THE INCUMBENT.**

Job announcements and application procedures are posted on the Internet at WWW.MASS.GOV/GUARD.

ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

APPLICATION PROCEDURES

Applicants must submit **one** of the following:

- ✓ Resume
- ✓ Optional Application for Federal Employment (OF 612)
- ✓ SF 171

Include all of the following:

- ✓ Application/Resume
- ✓ 1 Copy - HRO Form 1-1 (Application for Position Vacancy)
- ✓ 1 Copy - HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy)
- ✓ 1 Copy SF - 181 (RACE AND NATIONAL ORIGIN IDENTIFICATION) 1982. (This form is optional)
- ✓ Current employees will furnish one (1) additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 within two (2) workdays and forward it to the HRO.

As a minimum, applications must contain the following:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

SUBMIT PAPER APPLICATIONS TO:

HQ STARC MAARNG
ATTN: HRO (Staffing)
50 Maple St.
Milford, MA 01757-3604



SUBMIT ELECTRONIC APPLICATIONS TO:

e-mail to: MA-staffing@ng.army.mil
Information on applying electronically can be found at:
[http:// www.mass.gov/guard](http://www.mass.gov/guard)
Look under **Electronic Application Procedures**
TEB's are also posted to GKO/MAKO

SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-7160/6757 or DSN 256-7160/6757. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at www.usajobs.opm.gov, and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**

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